



**Purpose:** HRAdmin, Recruiter, and Manager roles use this job aid to understand the recruiting Talent Pipeline and candidate statuses.

The **Talent Pipeline** is used for managing job applicants throughout the recruiting process. It is made up of several **status segments** that represent steps in the process. Users who perform recruiting-related activities can use the Talent Pipeline to view job applicants in real-time, identify potential candidates, and move them through the recruiting process.

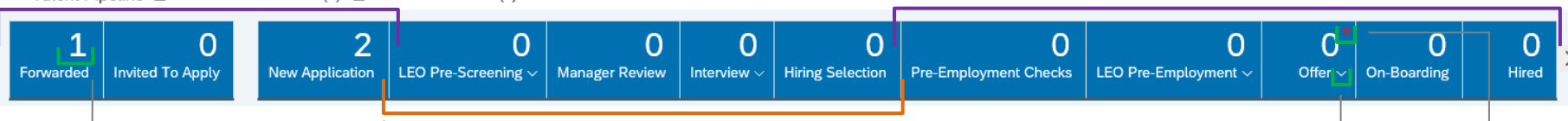
**Recruiters** use the following statuses during candidate review.

- **Forwarded:** Candidates that have been forwarded directly to a job requisition for consideration.
- **Invited to Apply:** Candidates that are reviewed and moved from Forwarded.
- **New Application:** Collects job applications that are received and reviewed for Minimum Qualification for a job posting.

**Recruiters** use the following statuses after a hiring selection is chosen.

- **Pre-Employment Checks:** Candidate undergoing Department required checks. Ex. Background Check, Drug Test, Driving Record verification.
- **LEO Pre-Employment:** Law Enforcement Officer positions use only. Includes *Medical Examination* and *Psychological Examination* subsegments.
- **Offer:** Candidate for whom an *Offer Letter* is issued. Includes *Prepare*, *Approval* and *Extended* subsegments.
- **On-Boarding:** Candidate whom accepted an offer.
- **Hired:** Candidate whom completed digital new hire paperwork and showed up on the first day of work.

∨ Talent Pipeline    👤 View active candidates (3)    👤 View all candidates (3)



The **number** of candidates in each status are displayed throughout the process.

**Managers** use the following statuses during candidate review.

- **LEO Pre-Screening:** Law Enforcement Officer position use only. Includes *Medical Release*, *Physical Test*, *Written Test*, *Polygraph Test* subsegments.
- **Manager Review:** Candidates whom the recruiter selected as meeting Minimum Qualifications for the position.
- **Interview:** Qualified candidates that a Manager selects to interview. Includes *Interview 1* and *Interview 2* subsegments.
- **Hiring Selection:** Highest ranking candidate as scored during the Manager interview process.

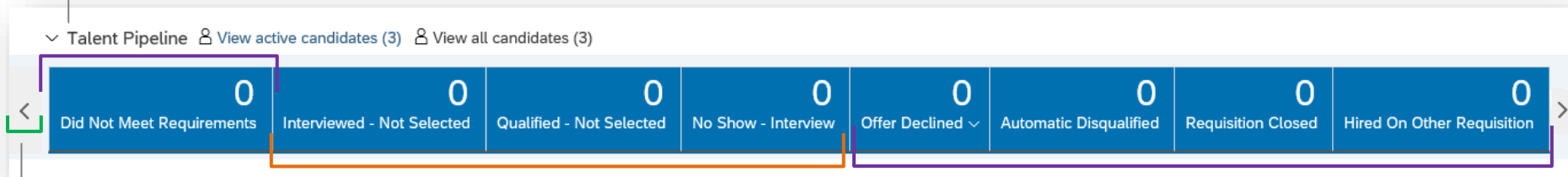
The (\*) indicates an offer is **required** for the completion of the hiring process.

A **Drop-Down** arrow indicates the status includes subsegments (additional levels within the status segment).



**Recruiters** use the following statuses during candidate review.

- Did Not Meet Requirements: Moved from the *New application* status when Minimum Qualifications for the position are not met.



Depending on the size of your browser window it may be necessary to use the **Scroll** arrows (left and right) to view all statuses.

**Managers** use the following statuses during candidate selection.

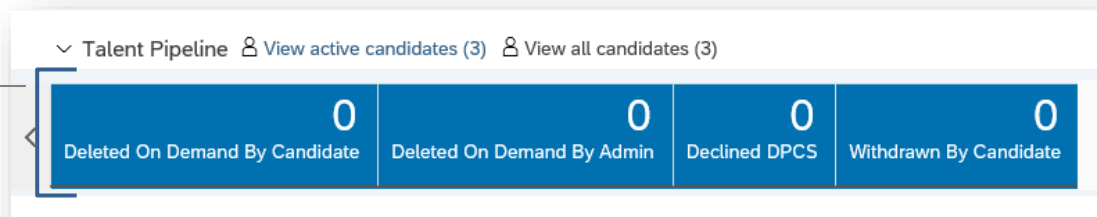
- Interviewed – Not Selected: Moved from the *Interview* status to indicate not selected for hire.
- Qualified – Not Selected: Moved from the *Manager Review* status to indicate not selected for interview or hire.
- No-Show – Interview: Moved from the *Interview* status to indicate not selected for hire.

**Recruiters** use the following statuses.

- Offer Declined: Candidate(s) who do not accept an offer. Includes several subsegments to report a reason for declining.
- Automatic Disqualification: Candidates who provided an answer to screening questions that resulted in disqualification.
- Requisition Closed: Identifies unsuccessful applicants for the job posting.
- Hired On Other Requisition: Candidate hired to another position and no longer eligible for review for requisition.

**Candidate** activities can prompt a status movement after applying.

- Deleted on Demand by Candidate: Applicant removed his/her profile from ARCareers (external site) after applying.
- Deleted on Demand by Candidate: System Admin (OPM) removed the Candidate Profile after applying.
- Declined DPCS: Applicant declined the Data Privacy Consent Statement (DPCS) after applying.
- Withdrawn By Candidate: Applicant withdrew the application for the job posting.



**HRAdmin** and **Recruiter** roles can use the same Talent Pipeline segments defined in this job aid. **Managers** may see some of the Recruiter status segments. **Managers** cannot access those segments nor the candidates within the segment.